FACILITIES MANAGER

Milwaukee’s Urban Ecology Center has captured the attention of leaders in cities across the country. The Center’s model of environmental education centered on activating urban public natural areas has led to reduced crime, protected and improved urban natural areas, higher property values and academic achievement for students. Located in vibrant public green spaces, our fast-growing organization serves over 200,000 people of all ages annually. Our innovative team of cutting-edge non-profit professionals works in creative, high-energy open offices in state-of-the-art green facilities. The Urban Ecology Center is a leader in workplace flexibility and one of the Milwaukee Journal Sentinel’s “Top Workplaces”. The Urban Ecology Center’s facilities and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and citizen science.

Position Summary:
The Facilities Manager provides leadership to the Facilities team and the team’s work across the branches. The primary role of this position is to ensure the Urban Ecology Center’s facilities and grounds, including the care of 3 branches and 22 vehicles, support the mission of the Urban Ecology Center. The Facilities Manager oversees the routine and major maintenance needs of the facilities, grounds, vehicles and equipment and is responsible for the effective, timely and cost-efficient management of facilities functions. The Facilities Manager also participates in capital projects and improvements to facilities and grounds. The Facilities Manager ensures the use of sustainable practices is employed in every facet of facilities operations. The position oversees these efforts at all branches.

Knowledge, Skills and Abilities:

Education/Training: Completion of an Associate’s Degree in related field or equivalent job experience. Educational background in sustainable practices a plus.

Experience: Minimum of 5 years’ experience in the operation and maintenance of a commercial facility, including a well-rounded background and knowledge of heating, boilers, air conditioning, electrical and plumbing systems, as well as equipment and vehicle maintenance and repairs

Skills and Abilities:
- Knowledgeable about and follows good safety practices
- Self-directed, reliable and motivated. Takes initiative
- A team player, ability to interact well with other employees
- Excellent organizational and time management skills
- Good problem solving skills and attention to detail

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

We are an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, gender identity, national or ethnic origin and any other protected status.
Position Announcement

- Ability to assess and react to changing priorities and adjust work flow accordingly
- Ability to train, motivate and supervise others; previous supervisory experience preferred
- Ability to handle crisis situations in a calm, direct manner
- Must have valid driver’s license and clean driving record in order to be insured
- Demonstrates a commitment to sustainable and environmentally-friendly practices
- Good communication skills and the ability to interact well with contractors, staff and volunteers
- Working knowledge of the maintenance and repair of alternative energy systems such as Photovoltaic and Solar Thermal.

Working Conditions:
Job Conditions/Work Location: Based out of the Riverside Park branch location, and responsible for overseeing and traveling to and between branch locations of Washington Park and Menomonee Valley. Some work is performed outdoors in all kinds of weather conditions and may involve potential exposure to hazards.

Physical Requirements: The ability to lift 50 lbs, the moving of donated items, work safely with conventional and power tools and equipment.

Equipment Used: Various hand and power tools and equipment including but not limited to: lawn mowers, snow throwers, plowing equipment, utility vehicles, two and four cycle engines, pumps, etc.

Emergency Responsibilities: On occasion, it may be necessary for this person to respond to a security system breech, either actual or accidental. The possibility also occurs that a building emergency such as a mechanical problem, weather related incidents, vandalism, etc. may occur. It is expected that this person is able to respond accordingly to such instances.

Compensation: This is a full time exempt position with a starting salary of $50,000 per year with generous benefits.

How to Apply Please:
Please visit https://urbanecologycenter.org/get-involved/jobs-and-internships.html for an online application. Be prepared to attach in Microsoft Word or PDF: 1) a letter of interest, 2) a resume, and 3) contact information for 3-5 professional references. If you have questions about the hiring process, contact Mike Larson at mlarson@urbanecologycenter.org. Applications will be accepted until April 22, 2019.

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